

# **Technology Use Instructions**

## **with Wall Plate Controls**

### **SUB Multi-purpose Room**

#### **TROUBLESHOOTING:**

**If system is locked, restart.**

If you log in to access your H drive, LOG OFF.

#### **1. Connect lectern to wall plates:**

- a. There are 6 connections: (1) power, (2) ethernet connections, (1) VGA/audio, (1) 3-pin XLR for lectern mic, (1) 4-pin XLR to control touch panel on lectern

#### **2. To Start:**

- a. Touch the panel on lectern, choose "Combined" or "Separate" for full room or half room
- b. Select Source on panel: \Computer, BlueRay, DJ, or Aux
- c. If using laptop, connect it at lectern to VGA
- d. Projector will turn on automatically when connected
- e. Allow 3-5 minutes for projector to warm up
- f. Lower screen at button on wall

#### **3. To Use Projection:**

- a. For DVD: Use computer's DVD player, called Power DVD
- b. For BlueRay: player is in lectern
- c. Adjust volume on panel at lectern

#### **4. When Finished:**

- a. If you logged in, LOG OFF
- b. Turn off projector at wall plate.

**FOR TRAINING OR WITH PROBLEMS**

**Call Academic Technology Support, Ext 7355, 7379**

**(or Office of Student Life)**